

# Hanna Louisa Sauquillo

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## PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with a strong foundation in financial reporting, bookkeeping, and administrative coordination. Experienced in supporting government and remote-based accounting operations, with a proven ability to manage financial records, assist in audits, and streamline documentation. Adept at using accounting software and tools to ensure accuracy, compliance, and efficiency in day-to-day finance tasks.

## EXPERIENCE

### Administrative and Financial Coordinator, Adscale Admin — Present

- **Oversee financial coordination** and reporting for multiple e-commerce advertising accounts
- Handle scheduling, documentation, and client follow-ups to ensure smooth operations
- Maintain organized **financial data systems** and support cross-functional teams remotely

### Junior Accounting Assistant (On-the-Job Training), Office of the City Councilor, Las Piñas — 2025

- Processed **accounting documents**, prepared **financial reports**, and handled data entry
- Assisted in **audit preparation**, **budget tracking**, and **compliance documentation**
- Coordinated with administrative teams to support government accounting functions

## SKILLS

**Accounting Software:** QuickBooks Online, Xero, Microsoft Excel

**Communication Tools:** Microsoft 365, Google Workspace

**Core Competencies:** Financial Reporting & Compliance, Bookkeeping & General Ledger Maintenance, Administrative Coordination, Client Communication & Documentation

## CERTIFICATIONS

- TESDA Bookkeeping NCII & NCIII – Passer
- Microsoft Office Specialist – Excel Associate
- Xero Advisor Certified – QuickBooks Online

## EDUCATION

### Lyceum of Alabang

Bachelor of Science in Accountancy  
2024-2025

### Emilio Aguinaldo College – Manila

Bachelor of Science in Accountancy  
2021–2024

- JPIA Vice President for Finance (2023-2024)
- JPIA Vice President for Information and Publicity (2022-2023)

### Saint Marks Institute Main

2021

- Valedictorian | With High Honors | Full Scholarship

### Saint Francis of Assisi College

2019

- With High Honors | Full Scholarship